



# WSP, Identification and Criminal History Section

how to submit quality  
fingerprints

**Bill McAllister and Elaine Hale**  
**Criminal Identification Coordinator-Instructors**

# About the WSP, Identification and Criminal History Section

- Since 1972, the Washington State Patrol (WSP) was designed by State statute to be the State's central repository for criminal history.
- When an individual is fingerprinted for an offense:
  - WSP assigns a State Identification number (SID).
  - Subsequent arrests for the individual are compared and added to the same SID number.

# Statutory Authority

- RCW 43.43.735 and .740 states adults & juveniles taken into custody for felony or gross misdemeanor offenses must be fingerprinted and submitted to WSP, Identification and Criminal History Section within 72 hours.
- RCW 10.98.090 states the outcome for these offenses must be reported by the appropriate court, prosecutor, or law enforcement agency to WSP in a timely fashion.

# When good quality fingerprints are submitted, WSP and FBI can ...

- Identify the person to an existing record and provide the Agency with the person's State(s) SID.
- Using the SID the agency locates criminal history for the person by fingerprints in both State and Federal repositories.
- If no record is located a person receives a new SID assignment for future identification.

# What is the Livescan work process?

1. When a person applies for a job or is arrested and brought to a booking facility the finger printer enters their physical descriptors, take their fingerprints, and selects the reason for the background check.
2. This information is furnished electronically or by mail to the WSP.
3. The Process Control Number (PCN) and arrest details are furnished to the appropriate courts and/or prosecutors office. This links the arrest to the findings for this case.

# Livescan work process

4. WSP, electronically furnishes the physical descriptors, fingerprints and the reason for the background check to the Federal Bureau of Investigation (FBI).
5. Findings from the WSP and FBI background check are returned to the contributing agency by e-mail or to the livescan device.

# Workspace considerations

1. The person or agency taking the fingerprints selects the medium: Ink vs. Electronic submission depending on the quality of the persons fingers.



2. Try to limit distractions.



3. If you are unable to print the person because both hands are in a cast or a recent injury, fingerprint them later, if possible.



4. If possible, print the person when they are calm.



5. Make sure they have clean hands.



# For your safety while fingerprinting

- Please use the universal health precautions when fingerprinting and wear gloves. This keeps you from direct contact of a potential biohazard.



- If the print station becomes contaminated, decontaminate the print station with 99% Isopropyl Alcohol.





**WSP is fingerprint based  
because no two  
fingerprints have been  
found to be the same**





**Locate the following  
to identify a quality  
fingerprint**

**I. Submit fingerprints that are black ridges on a white background: grey ridges are not clear ridges.**





2. Submit fingerprints that are square in appearance. When the finger is rolled from one side of the fingernail to the other it is a complete fingerprint impression.



3. Capture a few of the ridges below the 1st joint. This identifies the top and bottom of the finger.





4. The fingerprints core must be clear. The core is the approximate center of the fingerprint.



5. Capture the delta(s) within the fingerprint. A delta is the area where ridges separate like a river at an island.



Fingerprint Technicians at WSP and FBI are locating the following characteristics within the fingerprint to determine if the individual has an existing criminal history.



A fingerprint must have clear bifurcation(s): a bifurcation is the point where a single ridge branches off into two ridges



A fingerprint must have clear ending ridge(s): a ending ridge is a ridge that ends in open space



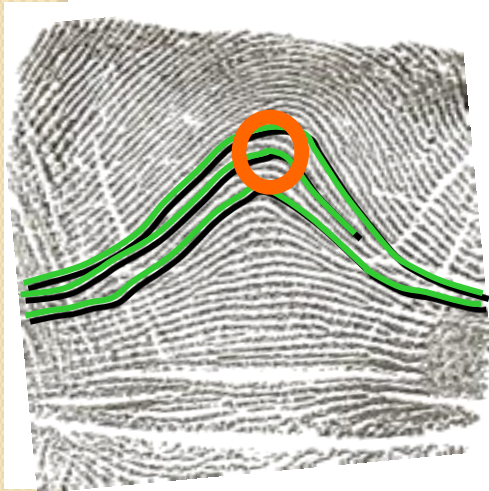
# Fingerprint Pattern Types

**For identification purposes, technicians must be able to assign a fingerprint classification denoting the pattern type of each fingerprint. The pattern types assigned are stored in the system for easy retrieval.**

**Is the fingerprint an arch, loop or whorl pattern?**

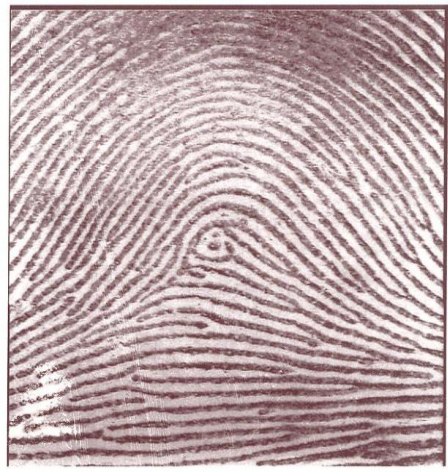
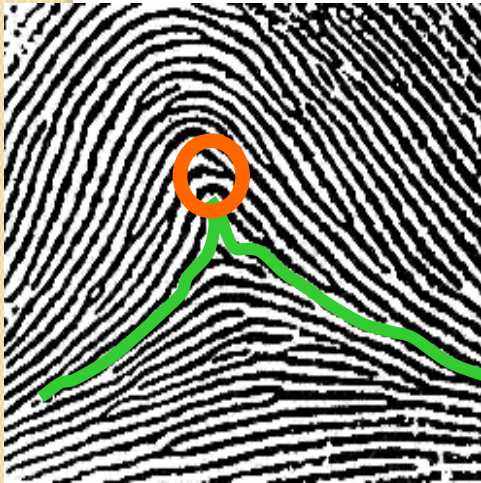


# A plain arch is:



A fingerprint in which ridges enter from one side of the finger and exits the opposite side. Each have a core but no delta.

# A tented arch is:



A fingerprint in which ridges enter from one side of the finger and exits the opposite side. Each have a core, may have a delta, but missing one characteristic of a loop (the next pattern type).

# A Right Slant Loop is:



A fingerprint in which ridges enter from the right side of the finger make a loop and exit that same side. Each have a core and one delta.



# A left slant loop is:



A Fingerprint in which ridges enter from the left side of the finger make a loop and exit that same side. Each have a core and one delta.

# A plain whorl is:



A fingerprint in which ridges are circular, having the appearance of life rings of a tree. Each have a core and two deltas.



# A double loop whorl is:



A fingerprint with the appearance of two loops. Each have a core and two deltas.

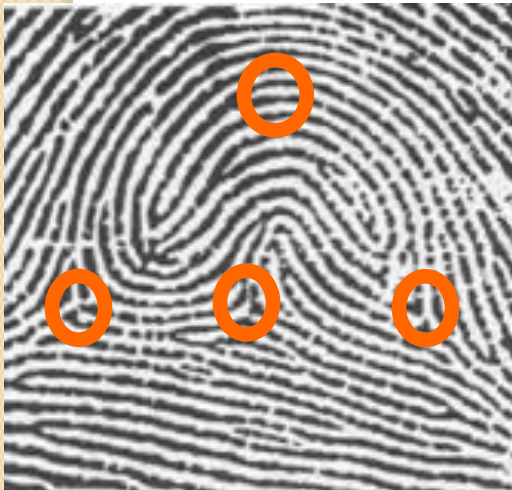
# A central pocket loop whorl is:



A fingerprint in which ridges are circular, having the appearance of life rings of a tree. Each has a core and two deltas. The difference between this pattern and a plain whorl is the placement of the deltas.



# An accidental whorl is:



A fingerprint in which ridges may form a combination of two or more pattern types. Each have a core, and two or more deltas.

# Rejected Cards

If the background check is rejected back to the contributing agency for a new set of fingerprints. Criminal history is not added for the individual until WSP receives new identifiable fingerprints.

# How to Resubmit rejected fingerprint cards

Do not transmit resubmissions:

1. WSP will return the rejected card, attach a reject slip and return the submission to the official at the agency taking fingerprints.
2. Use the reasons why the print was rejected to make needed corrections

After the subject is re-fingerprinted, staple the rejected card to the back of reject slip and mail to the WSP.



## IDENTIFICATION SECTION

WASHINGTON STATE PATROL

PO BOX 42633

OLYMPIA, WA 98504-2633

The attached fingerprint submission will not be retained and/or processed by the Washington State Patrol Identification Section. Accurate ridge detail for AFIS (Automated Fingerprint Identification System) searching cannot be determined due to the reason(s) indicated by the circled number(s) in the upper portion of the finger block. Please refer to the number(s) indicated when checking the explanations listed below.

- |   |  |
|---|--|
| 1. Fingerprint is smudged or smeared, possibly due to slippage during roll or fingers not clean and dry.  | 8. Unable to determine sequence of rolled fingerprints due to quality of the slap fingerprints.    |
| 2. Insufficient ink/pressure. Image too light.  | 9. Fingerprints not black on standard white fingerprint card stock.                                |
| 3. Excessive ink/pressure. Image too dark.  | 10. Finger not rolled in the center of the finger block.   |
| 4. Finger not fully inked or rolled. Insufficient pattern area(s) recorded for identification purposes.   | 11. Fingerprint(s) overlapping or extend into other finger block(s).                               |
| 5. Sequence Error: Fingerprint(s) not in correct sequence as spaces indicated, same finger or hand printed twice, or hands have been reversed.  | 12. Fingerprint is obscured by typing or writing.  |
| 6. Fingerprint is missing with no notation of injury or amputation. Note "UP" (for unable to print) or "XX" (for amputation) in finger block.   | 13. Electronically produced fingerprints are distorted or shadowed and interfere with AFIS search. |
| 7. Each rolled fingerprint must have a corresponding plain or slap fingerprint. If slap fingerprints can be obtained, but due to injury or other reason a rolled fingerprint is not possible, note "UP" (unable to print) in the rolled finger block. | 14. Other: _____<br>_____<br>_____   |

**Refer to the back of this form for more information on obtaining good quality fingerprints.**

A name inquiry has been conducted with negative results. If a substitute card is available, please resubmit.

Send any previously rejected applicant fingerprint cards with the new submissions; if previous cards are not available, please indicate reason on card(s).

A rejected criminal card may be resubmitted for a manual comparison if the individual is later assigned a Washington SID number.

**If you have questions or would like training in obtaining acceptable quality fingerprints, please contact the Washington State Patrol Identification Section at (360) 534-2000.**

3000-240-401 (R 6/08)

Example  
of WSP  
current  
Reject Slip

Washington State Patrol  
Identification and Criminal History Section  
PO Box 42633  
Olympia WA 98504-2633  
360-705-5132



Contributor:

The attached fingerprints, which were electronically submitted to the FBI, are being returned to you from the FBI because of reason(s) indicated below:

- L0008 – The quality of the characteristics is too low to be used-fingerprint(s) illegible
- L0116 – Fingerprint pattern(s) not discernible
- L0117 – Insufficient pattern area(s) recorded for identification purposes
- L0118 – Erroneous or incomplete fingerprint(s) on images: fingers or hands out of sequence; printed twice; or, missing and no reason give.

**Additional detail from FBI:**

The state fingerprint card has been accepted at WSP; this attachment is a FBI reject only.

Please submit another card to the Section and we will forward it to the FBI. A paper card must be mailed even if you normally submit electronically to the WSP. For enhanced legibility, please ensure fingers are rolled nail to nail.

Thank you.

Example of  
current  
WSP/FBI  
Reject Slip



# Contact Information

## **Training Unit**

Main phone number (360) 534-2000

FAX number (360) 534-2070

Elaine Hale, (360) 534-2180, Elaine.Hale@wsp.wa.gov

Bill McAllister, (360) 534-2181, William.McAllister@wsp.wa.gov

## **Tenprint Unit**

Main phone number (360) 534-2166

FAX number (360) 534-2074

## **WSP Tenprint Unit Emergency Assistance during non-scheduled hours**

Contact your local WSP Communications Center or WSP Radio  
(360) 438-7700

## **Criminal History Unit**

Main phone number (360) 534-2000

FAX number (360) 534-2072

## **Latent Unit**

Washington State Patrol Crime Lab (360) 705-5988



# Website Information

## **Criminal History Webpage**

[http://www.wsp.wa.gov/\\_secured/ident/resource.htm](http://www.wsp.wa.gov/_secured/ident/resource.htm)

### What's in the webpage?

Vendors  
Manuals  
Section pamphlets  
Home Page – contacts  
Calendar  
Training  
Glossary

## **ACCESS Webpage**

[http://www.wsp.wa.gov/\\_secured/access/access.htm](http://www.wsp.wa.gov/_secured/access/access.htm)

### What's in the webpage?

Homepage  
List of frequently asked questions  
NICS link  
Systems memos  
Training modules

ACCESS contact link  
Calendar link  
TAC info link  
Technical Security Information  
Protection order link

**THE**

**END**